

State and Consumer Services Agency – Governor Edmund G. Brown Jr.

Bureau for Private Postsecondary Education 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 P.O. Box 980818, West Sacramento, CA 95798-0818 P (916) 431-6959 F (916) 263-1897 www.bppe.ca.gov



CATALOG MINIMUM REQUIREMENTS

Name of Institution:			
Street Address:			
City:	Zip:	Institution Code:	School Code:

Pursuant to the California Private Postsecondary Education Act of 2009 (Ed. Code) and Title 5, Division 7.5 of the California Code of Regulations (5 CCR), an institution shall be in compliance with the catalog minimum requirements. The minimum requirements listed in the table below summarize relevant sections of the Ed. Code and 5 CCR, or requests specific documentation in regards to the Ed. Code and 5 CCR. Attached for your reference and convenience is the full text of those laws.

Instructions: For each numbered item listed in the table below:

- 1. Under "Catalog Page No." write the page number(s) where the minimum requirement can be found in the catalog. If the minimum requirement is not applicable to your institution, write "N/A." If the "Catalog Page No." box is "X" out, a catalog page number is not required.
- 2. In your institution's catalog, indicate where each numbered minimum requirement is located, by writing and circling the corresponding "Item No." on the applicable catalog page;
- 3. Item No. 1 is for your information and does not require a response;
- 4. For item Nos. 2 and 24, please submit the requested documentation; and
- 5. Complete and sign the declaration at the end of this document.

Return this completed document, catalog with notations, and the requested documentation to the Bureau for Private Postsecondary Education (Bureau) no later than / / _____.

Item	Catalog Minimum Requirements	Catalog
No.	(§ references the section of the Ed. Code and 5 CCR)	Page No.
1.	Any information required by the Ed. Code to be included in the catalog shall be printed in at least the same size font as the majority of the text in that document. (Ed. Code §94908)	
2.	Please provide your institution's policy relative to providing a prospective student, either in writing or electronically, with a school catalog. (Ed. Code §94909(a))	
3.	The catalog shall contain the name, address, telephone number, and, if applicable, internet web site address of the institution. (Ed. Code §94909(a)(1))	Page #
4.	The catalog shall contain, except as specified in §94802, a statement that the institution is a private institution and that it is approved to operate by the bureau. (Ed. Code §94909(a)(2))	Page #
5.	The catalog shall contain specific required language that directs students to the Bureau for unanswered questions. See attached full text of the law for required statement. (Ed. Code §94909(a)(3)(A))	Page #

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6.	The catalog shall contain specific required language that encourages students to review	Page #
	the catalog and School Performance Fact Sheet prior to signing an enrollment agreement.	
	See attached full text of the law for required statement.	
	(Ed. Code §94909(a)(3)(B))	
7.	The catalog shall contain specific required language that refers individuals wishing to file	Page #
	a complaint about the institution to the Bureau. See attached full text of the law for	
	required statement.	
	(Ed. Code §94909(a)(3)(C))	
8.	The catalog shall contain the address or addresses where class sessions will be held.	Page #
	(Ed. Code §94909(a)(4))	
9.	The catalog shall contain a description of the programs offered and a description of the	Page #
	instruction provided in each of the courses offered by the institution, the requirements	
	for completion of each program, including required courses, any final tests or	
	examinations, any required internships or externships, and the total number of credit	
	hours, clock hours, or other increments required for completion.	
	(Ed. Code §94909(a)(5))	
10.	The catalog shall contain a notice and a list of the requirements for eligibility for	Page #
10.	licensure, if the educational program is designed to lead to positions in a profession,	
	occupation, trade, or career field requiring licensure in this state.	
	(Ed. Code §94909(a)(6))	
11	The catalog shall contain information regarding the faculty and their qualifications.	Page #
11.		1 age π
10	(Ed. Code §94909(a)(7))	Da === #
12.	The catalog shall contain admission policies, including the policies regarding acceptance	Page #
	of credits earned at other institutions or through challenge examinations and	
	achievement tests, requirements for ability-to-benefit students, and a list describing any	
	transfer or articulation agreements between the institution and any other college or	
	university that provides for the transfer of credits earned in the program of instruction.	
	If the institution has not entered into an articulation or transfer agreement with any	
	other college or university, the institution shall disclose that fact.	
	(Ed. Code §94909(a)(8)(A)), (5 CCR §71770(b)) and (5 CCR §71770(b)(1) through (3))	
13.	The catalog shall contain cancellation, withdrawal, and refund policies, including an	Page #
	explanation that the student has the right to cancel the enrollment agreement and obtain	
	a refund of charges paid through attendance at the first class session, or the seventh day	
	after enrollment, whichever is later.	
	(Ed. Code §94909(a)(8)(B))	
14.	The catalog shall contain probation and dismissal policies.	Page #
	(Ed. Code §94909(a)(8)(C))	
15.	The catalog shall contain attendance policies.	Page #
	(Ed. Code §94909(a)(8)(D))	
16.	The catalog shall contain leave-of-absence policies.	Page #
	(Ed. Code §94909(a)(8)(E))	Ü
17.	The catalog shall contain the schedule of total charges for a period of attendance and an	Page #
1,.	estimated schedule of total charges for the entire educational program.	Ü
	(Ed. Code §94909(a)(9))	
18.	The catalog shall contain a statement reporting whether the institution participates in	Page #
10.	federal and state financial aid programs, and, if so, all consumer information that is	I age if
	required to be disclosed to the student pursuant to federal and state financial aid	
	programs.	
1.0	(Ed. Code §94909(a)(10))	D "
19.	The catalog shall contain a statement specifying that, if a student obtains a loan, the	Page #
	student will have to repay the full amount of the loan plus interest, less the amount of	
	any refund, and that, if the student receives federal student financial aid funds, the	

	student is entitled to a refund of the money not paid from federal financial aid funds. (Ed. Code §94909(a)(11))	
20.	The catalog shall contain a statement specifying whether the institution has a pending petition in bankruptcy, is operating as a debtor in possession, has filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.). (Ed. Code §94909(a)(12))	Page #
21.	The catalog shall contain a description of the nature and extent of the placement services, if provided by the institution. (Ed. Code §94909(a)(13))	Page #
22.	The catalog shall contain a schedule of student charges that include specific required language related to the Student Tuition Recovery Fund (STRF). See attached full text of the law for required language. (Ed. Code §94909(a)(14)), (5 CCR §76215(a)) and (5 CCR §76215(b))	Page #
23.	The catalog shall contain specific required language that addresses transferability of credits and credentials. See attached full text of the law for required statement. (Ed. Code §94909(a)(15))	Page #
24.	Please provide your institution's policy relative to updating your institution's catalog. (5 CCR §71810(a))	
25.	The catalog shall contain: (1) The specific beginning and ending dates defining the time period covered by the catalog; (2) A statement of the institution's missions and purposes and the objectives underlying each of its educational programs; (3) If the institution admits students from other countries, specify whether visa services are provided or whether the institution will vouch for student status, and any associated charges; (4) Language proficiency information, including the level of English language proficiency required of students and the kind of documentation of proficiency, that will be accepted; and whether English language services, are provided and, if so, the nature of the service and its cost; (5) Whether any instruction will occur in a language other than English and, if so, the level of proficiency required and the kind of documentation of proficiency that will be accepted; (6) The institution's policies and practices, including required disclosures, regarding any form of financial aid; (7) The institution's policies and procedures for the award of credit for prior experiential learning, including assessment policies and procedures, provisions for appeal, and all charges that a student may be required to pay;* (8) The institution's standards for student achievement; (9) A description of the facilities and of the types of equipment and materials that will be used for instruction; (10) A description of library and other learning resources and the procedures for student access to those resources; (11) If the institution offers distance education, the approximate number of days that will elapse between the institution's receipt of student lessons, projects, or dissertations and the institution's mailing of its response or evaluation; (12) A description of all student services; (13) Housing information to include all of the following: (A) whether the institution has dormitory facilities under its control; (B) the availability and cost range of the housing; and	# # # # # # # #

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mitted is true and correct. Date	
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